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MEMORANDUM FOR THE RECORD

28 June 1954

SUBJECT: Transfer of Supplemental Distribution Function
to OCD

1. In accordance with a request from [] I discussed with [] OCD, the transfer of the Supplemental Distribution function from the Records Center to OCD. This proposal was originally made to OCD by [] in connection with a staff study he prepared on the functions and operations of the Records Center. No specific date was included in the staff study on the transfer of this function.
2. [] indicated that the transfer of this function to OCD was in the form of a request from the Management Staff and, therefore, they were only interested in trying to cooperate and carry out this request on the theory that it was for the good of the Agency as a whole.
3. OCD can only take care of this function now by an organizational change. They do not have the space, approximately 2,500 sq. ft., which would be required for this function. [] proposal that they take over the function organizationally but leave it physically in the Records Center is not acceptable to me. [] agreed that there would be complications under such an arrangement as there would be difficulty in supervising people who were physically associated with another organization. In addition, the Records Center would lose the opportunity of capitalizing on the personnel now assigned to the Supplemental Distribution function. Under the present ceiling in the Records Management Division, the Records Center has a very small staff and all of the personnel in the Center are used interchangeably on all functions, regardless of whether they pertain to Supplemental Distribution or to reference services. The transfer of that proportionate number of personnel having to do with Supplemental Distribution to OCD, therefore would require the Records Center to implement its force by requesting additional slots or by the utilization of sufficient overtime to avoid creating backlogs of work.
4. It was agreed that there would be no advantage in transferring the Supplemental Distribution function to OCD at this time. When the Records Center operations are physically transferred to the new location about the first of January 1955, the Supplemental Distribution activity should remain in the

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headquarters area and be assigned to OCD as originally agreed. At this time, the distribution of Agency notices and regulations and related material will have to be performed by Printing and Reproduction Division or some other organizational unit at headquarters.



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